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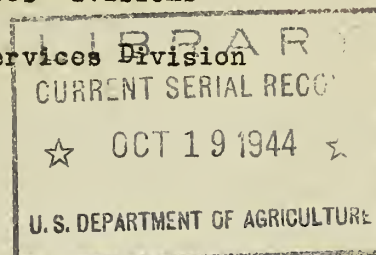
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WAR FOOD ADMINISTRATION
Office of Distribution
Washington 25, D. C.

May 13, 1944

ADMINISTRATIVE SERVICES REGIONAL PROCEDURE NO. 3

TO: Chiefs, Regional Administrative Services Divisions
FROM: F. J. Hughes, Chief, Administrative Services Division
SUBJECT: Contracting and Purchasing Authority



SECTION I - GENERAL

- A. Pursuant to the requirements of Budget and Finance Circular No. 546, dated April 10, 1942, the concurrence of the Acting Director of Finance of the Department has been secured for the Chief of each Regional Administrative Services Division, with a designated alternate, to exercise contracting authority. A copy of the authority, Serial No. 19, which in effect supersedes the previous delegation, Serial No. 11, is attached.
- B. This Procedure supersedes Administrative Services Division Memorandum No. 27, and Supplements 1 and 2 thereto. The copy of Budget and Finance Circular No. 546 attached to the Memorandum shall be removed and attached to this Procedure.

SECTION II - LIMITATIONS OF AUTHORITY

- A. In addition to the limitation of \$2,000.00 per contract, the regional contracting officers may not exercise authority in connection with those items enumerated in Budget and Finance Circular No. 546 which must be handled through the Division of Purchase, Sales and Traffic. The right to exercise the contracting privilege is also limited to such authority as has been, or may from time to time be, vested in the Regional Administrative Services Division by the Administrative Services Division in Washington.

SECTION III - OPEN MARKET LIMITATION

- A. The open market purchase limitation of \$50.00 applicable to the Department was amended by Public Law 90, 78th Congress, approved June 26, 1943, which contains the following provision:

"SEC. 204, Section 3709, Revised Statutes (41 U.S.C. 5), shall not apply to any purchase by or service rendered to any executive department or independent establishment during the fiscal year 1944 when the aggregate amount involved does not exceed \$100, but this section shall not be construed as affecting any provision of law authorizing purchases or services without regard to said section 3709 in amounts greater than \$100."

- B. During the effective period of Section 204 quoted in Paragraph A, the references to \$50 appearing in Department Regulations 3311, 3322, 3331, and 3332 are suspended and \$100 is substituted therefor.

[Handwritten signature]

Attachment

B-423

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Budget and Finance
Washington, D. C.

March 13, 1944

To: Lee Marshall, Director, Office of Distribution

From: Acting Director of Finance

Subject: Contracting and Purchasing Authority -- Serial No. 19

Your memorandum of March 7, 1944, outlines significant factors in justification of the request contained therein for concurrence in the delegation of increased contracting authority in the amount of \$2,000.00 per contract to certain positions in your Regional Administrative Services Divisions now holding authority limited to \$500.00 for each contract.

Accordingly, I hereby concur in the delegation of contracting authorities not in excess of \$2,000.00 for each contract as follows:

<u>Name and Address of Office</u>	<u>Position of Field Officer Designated as Contracting Officer</u>	<u>Position of Field Officer Designated as Alternate Contracting Officer</u>
Northeast Region 150 Broadway New York, N. Y.	Chief, Administrative Services Division	Acting (Assistant) Chief Administrative Services Division
Southern Region Western Union Bldg. Atlanta, Georgia	Chief, Administrative Services Division	Acting (Assistant) Chief Administrative Services Division
Midwest Region 5 South Wabash Ave. Chicago, Illinois	Chief, Administrative Services Division	Acting (Assistant) Chief Administrative Services Division
Southwest Region 425 Wilson Bldg. Dallas, Texas	Chief, Administrative Services Division	Acting (Assistant) Chief Administrative Services Division
Western Region 821 Market Street San Francisco, Calif.	Chief, Administrative Services Division	Acting (Assistant) Chief Administrative Services Division

These grants of contracting and purchasing authorities are subject to the provisions and limitations set forth in Budget and Finance Circular 546, dated April 10, 1942.

Inasmuch as the Chicago, San Francisco, and Dallas Regional Offices have now absorbed the work formerly carried on by the Des Moines, Iowa and Denver, Colorado Regional Offices, the delegations made to the latter two offices, as concurred in under Contracting and Purchasing Authority -- Serial No. 11, shall be considered cancelled.

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